

**Medical Research Technologist (Nakhon Phanom)**

**Medical Research Technologist**

**Librarian Clerk (Serial Assistant) (T)**

**Librarian Clerk (Serial Assistant)**

**Voucher Examiner (PSU) (T)**

**Voucher Examiner (PSU)**

**Human Resources Assistant (T)**

**Human Resources Assistant**

FSN#2011/01

**Medical Research Technologist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Technologist, FSN-8; FP-6

**OPENING DATE:** May 27, 2011

**CLOSING DATE:** June 2, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**LENGTH OF HIRE:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Nakhon Phanom.

**BASIC FUNCTION OF POSITION:**

Serves as the local senior scientific and administrative advisor of a collaborative public health microbiology laboratory that supports research and clinical studies and projects conducted jointly by IEIP and the Ministry of Public Health (MOPH) in Nakhon Phanom, Thailand. Provides local oversight and guidance for laboratory activities concerning infectious diseases in clinical and field settings within this province, including the methodologies, technologies, and scientific expertise and competency of the laboratory staff of this joint public health laboratory program.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor of Science degree in laboratory medical technology, biological, or biomedical science with at least 25 hours of credit in biomedical science courses such as microbiology, immunology, biological chemistry, genetics, and molecular biology; (2) Five years experience as a laboratory medical research technologist performing microbiology, immunology, and molecular biology; (3) Have knowledge and experience in the microbiology of infectious diseases as related to pathogen isolation, identification, and characterization in a clinical setting; (4) Level III (Good) in speaking/ reading/writing English and Level IV (Fluent) in speaking/reading/writing Thai; (5) Have basic knowledge of statistics and computer technology.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

## **PLEASE ATTACH A COPY OF TRANSCRIPT**

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**CLOSING DATE FOR THE POSITION: JUNE 2, 2011**

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FSN#2011/47

## **Medical Research Technologist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Technologist, FSN-8; FP-6

**OPENING DATE:** May 27, 2011

**CLOSING DATE:** June 2, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in the Office of Immunology and Medicine, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

**BASIC FUNCTION OF POSITION:**

Conduct biological and immunological assays to evaluate the detailed immune responses to malaria and influenza in humans, non-human primates and mice and also in vitro cell cultures. Responsible for the operation of highly sophisticated immunological techniques such as ELISA, ELISPOT intracellular cytokine detection assays, flow cytometry, and tetramer staining.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Immunology, Biochemistry or related Biomedical Science; (2) Three years experience in Immunology laboratory or related research field; (3) Ability to organize daily work schedule, and execute operation of the ELISA, ELISPOT analyzer and other techniques, and capable of training junior technicians and students in these medical technologies; (4) Level III (Good Working Knowledge) speaking/reading/ writing Thai and English.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office

Attention: Recruitment

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**CLOSING DATE FOR THE POSITION: JUNE 2, 2011**

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FSN#2011/56 (T)

**Librarian Clerk (Serial Assistant)**

**OPEN TO:** All interested candidates

**POSITION:** Librarian Clerk (Serial Assistant), FSN-4; FP-AA (Trainee)

**OPENING DATE:** May 13, 2011

**CLOSING DATE:** June 2, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Librarian Clerk (Serial Assistant), in its Library of Congress (LOC) located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serves as a Serial and Assistant Librarian responsible for the development of a coherent research serial publication collection ensuring the efficient and cost-effective acquisition and processing of serial publication in print and non print formats in all subjects and languages from Thailand.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (High school and or commercial school); (2) Level IV (Fluent) speaking/reading/writing in Thai, and Level 2 (Limited knowledge) speaking/reading/writing in English; (3) Must have knowledge on the local Post-Office operation; (4) Must have knowledge of serials check-in rule; (5) Ability to use a computer at a standard level.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JUNE 2, 2011**

FSN#2011/56

**Librarian Clerk (Serial Assistant)**

**OPEN TO:** All interested candidates

**POSITION:** Librarian Clerk (Serial Assistant), FSN-5; FP-9

**OPENING DATE:** May 13, 2011

**CLOSING DATE:** June 2, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Librarian Clerk (Serial Assistant), in its Library of Congress (LOC) located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serves as a Serial and Assistant Librarian responsible for the development of a coherent research serial publication collection ensuring the efficient and cost-effective acquisition and processing of serial publication in print and non print formats in all subjects and languages from Thailand.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (High school and or commercial school); (2) A minimum of one year experience in general clerical work; (3) Level IV (Fluent) speaking/reading/writing in Thai, and Level 2 (Limited knowledge) speaking/reading/writing in English; (4) Must have knowledge on the local Post-Office operation; (5) Must have knowledge of Thai traditional, cultural, history, political, economic, population and institutions; (6) Ability to use a computer at a standard level.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JUNE 2, 2011**

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FSN#2011/58 (T)

**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-6; FP-8, Trainee

**OPENING DATE:** May 20, 2011

**CLOSING DATE:** June 2, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): US\$ 30,684 per annum (minimum starting salary)  
(Position Grade: FP-8 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 362,706 per annum (minimum starting salary)  
(Position Grade: FSN-6)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner. The incumbent may be required to work on a flexible schedule.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Business Administration, Accounting, Finance, or related field; (2) Six months of progressively experience responsible work in financial management support; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must possess working knowledge of automated accounting and financial management concept; (5) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

## **SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **SALARY RANGE:**

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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**CLOSING DATE FOR THE POSITION: JUNE 2, 2011**

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FSN#2011/58

## **Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-7; FP-7

**OPENING DATE:** May 20, 2011

**CLOSING DATE:** June 2, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): US\$ 34,324 per annum (minimum starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 480,003 per annum (minimum starting salary)  
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner. The incumbent may be required to work on a flexible schedule.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration, Accounting, Finance, or related field; (2) One year of progressively experience responsible work in financial management support; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must possess working knowledge of automated accounting and financial management concept; (5) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SALARY RANGE:**

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

**SUBMIT APPLICATION TO:**



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**CLOSING DATE FOR THE POSITION: JUNE 2, 2011**

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FSN#2011/60 (T)

**Human Resources Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant, FSN-6; FP-8 (Trainee)

**OPENING DATE:** May 24, 2011

**CLOSING DATE:** June 9, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant in the Regional Human Resources Office located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Assist and process stay permits, re-entry permits, extension of stay permits, and diplomatic ID cards for American personnel, including TCNs and TDYers, eligible family members and members of household; and assist American personnel in processing stay permits for their maids. Duties include preparing documents and diplomatic notes; liaising with Royal Thai Government officials to follow-up and expedite requests; and sending reminders upon extension period. Must also act on behalf of and personally accompany personnel to the Immigration Division, clarifying any questions, requests or special assistance required with Thai officials

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible

Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Secondary School/High School ( Mattayom 6 equivalent); (2) At least two years’ experience in Human Resources; general administration or a secretarial field; (3) Level III (Good) speaking/reading/ writing/understanding English and Level IV(Fluent) speaking/reading/writing/understanding Thai; (4) Basic knowledge in Microsoft Office (MS Word, MS Excel, MS PowerPoint).

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

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Attention: Recruitment  
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**CLOSING DATE FOR THE POSITION: JUNE 9, 2011**

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FSN#2011/60

**Human Resources Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant, FSN-7; FP-7

**OPENING DATE:** May 24, 2011

**CLOSING DATE:** June 9, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant in the Regional Human Resources Office located at 120-122 Wireless Road, Bangkok.

## **BASIC FUNCTION OF POSITION:**

Assist and process stay permits, re-entry permits, extension of stay permits, and diplomatic ID cards for American personnel, including TCNs and TDYers, eligible family members and members of household; and assist American personnel in processing stay permits for their maids. Duties include preparing documents and diplomatic notes; liaising with Royal Thai Government officials to follow-up and expedite requests; and sending reminders upon extension period. Must also act on behalf of and personally accompany personnel to the Immigration Division, clarifying any questions, requests or special assistance required with Thai officials

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Secondary School/High School (Mattayom 6 equivalent); (2) At least two years’ experience in Human Resources; general administration or a secretarial field; (3) Level III (Good) speaking/reading/writing/understanding English and Level IV (Fluent) speaking/reading/writing/understanding Thai; (4) Basic knowledge in Microsoft Office (MS Word, MS Excel, MS PowerPoint); (5) Have general knowledge of rules, regulations, and office procedures relating to issuance of visas, permit to stay, work permit, etc; (6) Have excellent communication skills, capable of handling complex issues involving personnel and their family members, and maintaining an effective contact and rapport with Mission American personnel and RTG officials.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JUNE 9, 2011**

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